



GALLATIN COUNTY HISTORIC PRESERVATION BOARD

2007

Historic Preservation Grant Application Procedures

1. Preamble

The Gallatin County Historic Preservation Board (GCHPB) serves in an advisory capacity to the Gallatin County Commission for the purpose of preserving historic features and attributes of Gallatin County for residents and visitors to the County now and in the future. To pursue this objective the Board awards small grants for historic preservation projects within the County. The GCHPB encourages individuals and organizations to apply for the limited funds of such grants in order to restore worthy historic structures, interpret worthy historic events or provide information to promote public appreciation of our history. Projects may include such activities as publications of historic material, research or restoration of historic structures.

2. Policies, Rules and Conditions

- 2.1 The amount funded by the GCHPB for each project will range from \$100 to \$3,500.
- 2.2 Each project must provide matching funds, in money, materials or labor at a minimum equaling the amount granted by the GCHPB (50-50 match). This matching amount must come from the applicant's own resources and not from another grant.
- 2.3 Projects will be for one year after award and can be extended at no cost to the GCHPB if exceptional circumstances demand.
- 2.4 Projects can be funded for a second year if a new proposal is submitted at the beginning of the second year and only after this new proposal successfully competes with those submitted by others for that year. No project will be funded for three consecutive years.
- 2.5 Proposals must consider the objectives of the GCHPB (see Preamble).
- 2.6 Proposals for funding a project jointly with another governmental or private agency will be accepted, provided that the matching-fund criteria are met.
- 2.7 The GCHPB will reserve the right to visit, inspect and examine the project sites during the evaluation period of the proposal.

2.8 Proposals must be within Gallatin County.

2.9 The GCHPB grant policies, rules and regulations contained in this document will be reviewed every five years and may be amended at any time by a majority vote of the Board.

3. **Timing**

3.1 Announcement of a request for grant proposals will be issued annually at or before April 15, by advertisement in the local press. Instructions and application forms are available from the County Commission, County Courthouse, 311 W. Main Street, Bozeman, MT, 59715, (406) 582-3000.

3.2 Proposal submission deadline is May 15 of each year.

3.3 The proposals will be examined by the GCHPB and assigned a priority according to their merit.

3.4 Grant awards will be announced June 15 of each year.

4. **Proposal Format**

4.1 Prepare the proposal on the forms supplied by the GCHPB or their equivalent. Note that these forms provide for a maximum proposal length of seven pages including photograph(s) (see below).

4.2 Provide a **project title** and the **project location**.

4.3 Provide **contact person** (name, address, phone number and e-mail address) and/or the project director, who will represent the project to the GCHPB. If the applicant is an organization, indicate its connection to the project director.

4.4 **Describe the project** exactly, and show how it will benefit the people of the County and conform to the Preamble.

4.5 Provide a **timetable** for performing the work, including start and end dates.

4.6 Give the **names of individuals or** business entity that will perform the work.

4.7 Provide at least **one photograph** or sketch of the project.

4.8 Indicate the exact **amount of funds** requested of the GCHPB.

4.9 Indicate the amount and source (name of individual or organization) of **matching funds**. If a portion of this match is in materials or labor, briefly indicate how this portion was computed.

4.10 Indicate how the completed project, if approved, **will be maintained** in the future, since grant money cannot be used for maintenance purposes.

4.11 The above items constitute a **firm commitment** on the part of the applicant; changes after an award are not allowed unless first cleared by the GCHPB.

4.12 The proposal must be **typed** and mailed to the GCHPB.

4.13 Provide **four copies** of the proposal to the GCHPB.

5. Responsibilities of Award Recipients

5.1 The GCHPB has the right to access and inspect the project at any time, discuss progress and review project modifications if any. Minor modifications of the approved project will be acceptable if unforeseen circumstances demand them, but only by first so notifying the GCHPB.

5.2 Funds paid to a project otherwise not performed or completed as per the original proposal shall be returned to the GCHPB within 30 days of proposed completion.

5.3 Upon completion of the project, award recipient must a) submit to the GCHPB a report stating the results of the project, b) include pictorial materials (e.g. photographs, diagrams) showing the *before* and *after* condition of the work performed, c) prepare, in consultation with the GCHPB, a demonstration exhibit of the project for display at the GCHPB booth during the annual (February) Historic Preservation and Antique Show, and d) arrange an inspection of the project. Failure to do any of the items (a)-(d) may result in the disqualification of the grantee from future historic preservation grants.

5.4 Throughout the duration of the grant, the grantee must recognize the involvement of the GCHPB in the project in any public information release regarding the project.

5.5 Tangible items (e.g. structures, publications) resulting from the grant project must bear a printed notice, label or other appropriate signage acknowledging the role of the GCHPB and the grant award.

6. Post-award Responsibilities of GCHPB

6.1 The GCHPB will keep an archival record of all grants.

6.2 Upon completion of any project the GCHPB will review the work performed. The Board will consider disqualifying the grantee from future awards if the work is unsatisfactory, incomplete or varies from the original proposal.

6.3 The GCHPB will prepare and furnish the Gallatin County Commission with a report describing the projects completed by Historic Preservation Grants in any given year.